

810-5-12-.01 Application for New and Used Motor Vehicle Dealer, Motor Vehicle Wholesaler, and Motor Vehicle Rebuilder Licenses and Renewals – Application for Off-site Sales Event.

(1) Initial and renewal applications for new and used motor vehicle dealers, motor vehicle wholesalers, and motor vehicle rebuilders.

(a) Effective August 1, 2012, all new regulatory license applications and regulatory license renewal applications for new motor vehicle dealers, used motor vehicle dealers, motor vehicle wholesalers, and motor vehicle rebuilders shall be filed electronically.

(b) The applicant shall provide the following information on the application:

1. Legal name of business and trade name or DBA (if applicable) and mailing address

2. Physical address(es) of business and telephone number(s)

3. Form of organization

(i) Individual,

(ii) Partnership,

(iii) Limited Liability Company (LLC),

(iv) Limited Liability Partnership (LLP), or

(v) Corporation

4. Federal Employer Identification Number (FEIN) – not required for individual owners

5. Type of regulatory license(s) requested:

(i) New motor vehicle dealer, as defined in Section 40-12-390, Code of Alabama 1975 must provide name(s) of manufacturer(s) or distributor(s) and line(s) that applicant is authorized to represent

(ii) Used motor vehicle dealer, as defined in Section 40-12-390, Code of Alabama 1975

(iii) Motor vehicle wholesaler, as defined in Section 40-12-390, Code of Alabama 1975

(iv) Motor vehicle rebuilder, as defined in Section 40-12-390, Code of Alabama 1975

6. State sales tax number (new and used motor vehicle dealers only)
 7. Number of motor vehicles sold during the previous calendar year
 8. Name, resident home address, home telephone number, driver license number or non-driver identification card number and state of issuance and social security number for all owner(s), partners, members, officers and directors.
 9. Email address of person completing application (notice of regulatory license issuance or notice or request for additional information will be sent to this email address)
- (c) The applicant shall electronically submit the information required in section-2 (1)(b) of this rule and pay the twenty-five dollar (\$25) application fee(s) as required by Section 40-12-392, Code of Alabama 1975, and any applicable five dollar (\$5) fee(s) for supplemental locations as provided for in Section 40-12-395, Code of Alabama 1975.
- (d) The Department will provide an application receipt that must be printed and mailed to the Department along with the following documents in order to complete the application:
1. Properly executed surety bond in the sum of twenty-five thousand dollars (\$25,000). Note: There will be one bond for dealers and designated agents.
 2. Evidence of blanket motor vehicle liability insurance coverage for business and inventory vehicles for the new license application or license renewal period.
 3. A photograph of the motor vehicle dealership and principal sign displayed and situated on the dealer's permanent location or locations apprising the public that a retail motor vehicle sales business is being conducted at said location. The sign shall use the name under which the applicant is licensed, and should this name not clearly identify the applicant as a seller of new and/or used motor vehicles, then a supplement sign shall be attached, and state, in letters not less than six inches high, "used motor vehicle dealer" and/or "new motor vehicle dealer." The sign must be of sufficient size to be legible from the street fronting the display area, or from a distance to fifty yards, whichever is greater, so as to apprise a reasonable consumer that a retail motor vehicle sales business is being conducted at said location. This sign may be free standing or attached to the face of a building, and shall be erected at the location stated on the regulatory license application. Any new and/or used motor vehicle dealer having more than one location shall submit a photograph for each location. The photograph shall be of such visual quality and size that a reasonable viewer of the photograph could discern all lettering appearing on the sign or signs. **Note: A photograph shall only be required for the initial new motor vehicle dealer or used motor vehicle dealer regulatory license application and shall not be required for renewals unless the sign or location has been modified or changed.**
- (e) Upon review of the information provided in the application and accompanying documents, the Department will issue the appropriate license(s) with a unique

regulatory license number and notify the applicant by email of the issuance and provide a method for the licensee to electronically print the license. The Department will notify the applicant by email or first class mail if additional information is required and by first class or certified mail if the application is refused. Additional information may include any documentation deemed necessary by the Department to verify any of the information provided in the application and accompanying documents.

(2) Off-Site Sales Event

(a) A licensed motor vehicle dealer shall electronically apply for an off-site sales event license at least one (1) calendar day prior to conducting the off-site sale. Dealers may not participate in more than 3 off-site sales events per license year. The motor vehicle dealer shall provide the following information on the application:

1. Legal name of business, trade name or DBA (if applicable) and mailing address,
2. Physical address(es) of business,
3. Regulatory license number,
4. Off-site sales event location address, and
5. Beginning and ending dates of off-site sales event. The sales event cannot exceed 10 consecutive calendar days in duration.

(b) The applicant shall electronically submit the information required in section (2)(a) of this rule and pay the twenty-five dollar (\$25) application fee as required by Section 40-12-395, Code of Alabama 1975, electronically.

(c) Upon review of the information provided and approval of the application, the Department will issue an off-site sales event license and notify the applicant by email of the issuance and provide a method for the licensee to electronically print the license. The Department will notify the applicant by email or first class mail if additional information is required and by first class or certified mail if the application is refused.

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Authority: Sections 40-2A-7(a)(5), 40-12-392, 40-12-395 and 40-12-398, Code of Alabama 1975
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